

# **2004-2005 OAG HONORS PROGRAM**

## **APPLICATION INSTRUCTIONS**

### **I. GENERAL GUIDELINES**

A. Application packages must be complete at the time of submission. Please do not submit more than one complete application package.

**B. The application package must consist of the following:**

**1. Completed application form.**

- a. Type both sides of the application form in its entirety, except for check marks.
- b. Answer each question according to the instructions on this sheet. Limit your answers to the space provided.
- c. Indicate only one area of interest.
- d. Sign and date the application form.

**2. Current resume.**

**3. Law school transcript(s).**

C. Submit your application package to the address below by the given deadline.

1. Receipt Deadline: Friday, October 1, 2004, 5:00 p.m. **TO BE ELIGIBLE FOR CONSIDERATION, YOUR APPLICATION PACKAGE MUST BE RECEIVED IN THE OFFICE OF THE ATTORNEY GENERAL NO LATER THAN 5:00 P.M. ON FRIDAY, OCTOBER 1, 2004.**

2. Applications are to be submitted to Attorney General's Honor Program, Office of the Attorney General for the District of Columbia, One Judiciary Square, Room 1060 North, 441 - 4th Street, NW, Washington, DC 20001. (Applications may be mailed, hand delivered, or delivered by professional overnight, express mail, or courier service.)

D. If you would like acknowledgment of the receipt of your application package, include a **stamped**, self-addressed envelope with your application package. Please allow a reasonable amount of time for the return of your acknowledgment.

E. Do not submit a cover letter, writing sample, continuation sheet, letters of recommendation, or any other documents with your application. The application package must only include the completed application form, resume, and law school transcript(s). If you are selected for an interview, we will request a writing sample from you.

## II. SPECIFIC INSTRUCTIONS FOR APPLICATION FORM

### A. SECTION I – Identification

This Section must be completed in its entirety by all applicants.

### B. SECTION II – Law School

This Section must be completed in its entirety by all applicants.

#### 1. Law School Name & City/State

- a. For third-year law students, list the name and city/state of the law school where you are obtaining your law degree. **If your law school is not located in the District of Columbia, you are not eligible to apply for employment through this program.**
- b. For graduate law students, list the names and cities/states of the law schools where you obtained your law degree and are obtaining your graduate law degree. **If the law school where your graduate law degree is being obtained is not located in the District of Columbia, you are not eligible for employment through this program.** You may, however, be eligible for employment as an experienced attorney if you are either licensed to practice law in the District of Columbia or eligible for waiver into the D.C. Bar.
- c. For Judicial Law Clerks, list the name and city/state of the law school where you received your law degree.

#### 2. Current Year in Law School

- a. For third-year law students, check "3L" and list the month and year when J.D. is expected.
- b. For graduate law students, check "Received J.D." and list the month and year when J.D. was received. Also, check "LL.M. Program" and list the date you began the program and the expected date of completion of the program.
- c. For Judicial Law Clerks, check "Received J.D." and list the month and year when J.D. was received.

#### 3. Class Rank

List your class rank for your J.D. degree. If you are a graduate law student, also list your class rank for your graduate program.

### **C. SECTION III – Clerkships**

If you are not a Judicial Law Clerk, please skip to Section IV. This Section is to be completed in its entirety by all Judicial Law Clerks. **If you are a Judicial Law Clerk and are not clerking on either a federal or state court located in the District of Columbia, you are not eligible for employment through this program.** You may, however, be eligible for employment as an experienced attorney if you are either licensed to practice law in the District of Columbia or eligible for waiver into the D.C. Bar.

### **D. SECTION IV – Area of Interest**

This Section must be completed by all applicants. Indicate only **one** area of interest.

### **E. SECTION V – Law School Courses & Activities**

This section must be completed by all applicants.

#### **1. Activities**

Please check all appropriate lines. Include all information requested if you have previously worked at the Attorney General's Office for the District of Columbia (formerly, the Office of the Corporation Counsel), regardless of whether the position was volunteer or paid.

#### **2. Law School Courses**

Provide the names of all courses taken during the Fall 2004 quarter/semester, as well as those expected to be taken during the Winter/Spring 2005 quarter/semester.

### **F. SECTION VI – Military Service and Veterans Preference**

If you are a veteran of the armed services, please check "Yes" and complete the rest of this Section. If you are not a veteran of the armed services, check "No" and skip to Section VII.

### **G. SECTION VII – Survey**

This Section is optional.

### **H. SECTION VIII – Signature, Certification, and Release of Information**

This Section must be completed by all applicants. Please sign and date your application in ink.